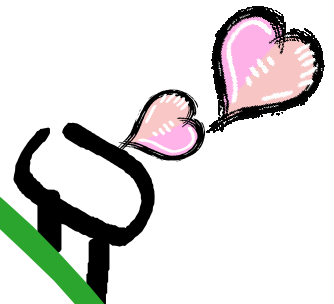


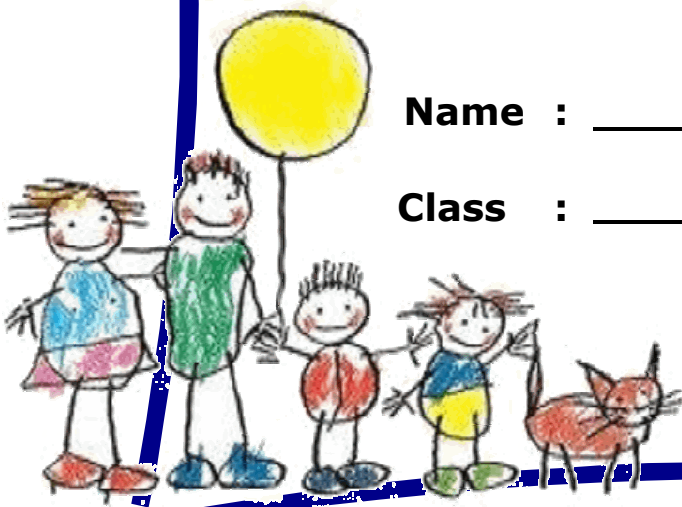
DELIA ENGLISH PRIMARY SCHOOL & KINDERGARTEN



PARENT HANDBOOK KINDERGARTEN

Name : _____

Class : _____



Address	84–86 Broadway, Mei Foo Sun Chuen, Kowloon		
	Shop 138, Stage 8, Mei Foo Sun Chuen, Kowloon		
Tel. no.	2742 2610 / 2742 2027	Fax	2744 1367
Email	deliakg@biznetvigator.com		
Website	http://www.deliapri-kg.edu.hk		

Our belief: "Don't ask how intelligent our kids are, but ask ourselves how to nurture their wisdom."

1. School Mission & Aim

Our School aims to provide a child-centred multi-cultural environment for students of different ethnicities to learn happily in harmony. Students who are nurtured in this ‘Little United Nations’ learn how to appreciate and accept various cultures and broaden their global horizons. The School particularly emphasizes the concept of ‘Whole Person Development’. Thus, our mission is to foster a well-balanced and all-round development of students in their moral, intellectual, physical, social and aesthetic domains.

2. School Hours

- a. Monday to Friday:
- <Morning Session> : 9:00 a.m. – 12:00 n.n.
 - <Afternoon Session> : 1:15 p.m. – 4:15 p.m.
 - <Whole-day Session> : 9:00 a.m. – 6:00 p.m.
- i) The School opens at 8:30a.m. (AM & whole-day session) and 12:50p.m. (PM session).
 - ii) Whole-day students can come to school at 8:00a.m.
 - iii) Whole-day students can come to school on Saturdays from 8:00a.m. to 1:00p.m.. (Except for public holidays and upon special notification)
 - iv) Arrangements of special activities will be announced via school notices.
- b. Parents/Guardians are asked to pick up their child on time. If the parents or guardians are late for more than 10 minutes, staff will be assigned to take care of the children but will not be liable for any accidents, if any, during this period.
- i) All K.1 students will be dismissed 5 minutes earlier than the usual school hours, i.e. 11:55 a.m. (A.M. session) and 4:10 p.m. (P.M. session).
 - ii) K. 3 students of the afternoon session will be dismissed at 4:45 p.m. in order to better prepare them for the transition to Primary One.
- c. Birthday Party:
- i) To be held every two months. (Please refer to the school calendar.)
 - ii) Students can come in casual wear.
 - iii) Students are required to bring their own cups, towel boxes with clean wet towels, cutleries and temperature cards in the party bags. (School bag is NOT required.)
 - iv) School hours are the same as usual, all after school activities (e.g. uniform group gathering) will be cancelled.

3. Bad Weather Arrangement

- a. When Tropical Cyclone (Typhoon) Warning Signal is issued:

Weather Condition	Action to be taken
Tropical Cyclone Warning Signal No.1	All schools, including kindergartens, operate as usual.
Tropical Cyclone Warning Signal No.3	All kindergartens are closed.
Tropical Cyclone Warning Signal Pre-No.8/ No. 8 or above are issued	All schools are closed.
When Tropical Cyclone Warning Signal No.8 or above is replaced by No.3 signal	All kindergartens remain closed.
When Tropical Cyclone Warning Signal No.3 is replaced by No.1 signal or when all signals are cancelled	All schools are to resume classes with the next session.

b. When Rainstorm Warning Signal is issued:

Rainstorm Warning Signal	Action to be taken
AMBER	✧ Unless the Education Bureau (EDB) has made special announcement on closure of schools, all schools, including kindergartens, will operate as usual.
RED or BLACK	
(i) Before 6:15 a.m.	✧ AM and Whole-day schools will be closed all day
(ii) From 6:15a.m. to 8:00a.m.	<ul style="list-style-type: none"> ✧ There will be no lessons for all AM and Whole-day schools. ✧ Schools should ensure that their premises are open and arrange staff to look after those students who have left home for their schools until the end of normal school hours. They should also ensure that conditions are safe before allowing students to return home. ✧ Students who have not left for their school should stay home.
(iii) From 8:00a.m. to 10:30a.m.	✧ AM and Whole-day schools should continue the lessons until the end of normal school hours and ensure that conditions are safe before allowing students to return home.
(iv) From 10:30a.m. to 11:00a.m.	<ul style="list-style-type: none"> ✧ PM schools will be closed ✧ AM and Whole-day schools should continue the lessons until the end of normal school hours and ensure that conditions are safe before allowing students to return home.
(v) Between 11:00a.m. and 1:00p.m.	<ul style="list-style-type: none"> ✧ There will be no lessons for all PM schools. ✧ PM Schools should ensure that their premises are open and arrange staff to look after those students who have left home for their schools until the end of normal school hours. They should also ensure that conditions are safe before allowing students to return home. ✧ Students of PM schools who have not left for their school should stay home. ✧ AM and Whole-day schools should continue the lessons until the end of normal school hours and ensure that conditions are safe before allowing students to return home.
(vi) After 1:00p.m.	✧ All schools should continue the lessons until the end of normal school hours and ensure that conditions are safe before allowing students to return home.

Notes:

- i) For students using the bus service, parents are reminded to contact the driver about the drop-off and pick-up arrangement when Tropical Cyclone Signals 3, 8 or above, or RED and BLACK Rainstorm Warning Signals are hoisted. Should parents encounter problems in relation to bus arrangement, please contact the School Office. Any parents who would like to pick up their children are asked inform the School at least 30 minutes before their arrival.
- ii) Parents should decide whether or not to send their children to school under bad weather, taking into consideration the weather and traffic conditions. However, parents are advised to inform the School duly so that the student will not be regarded as truant in such cases.

4. Absence and Leave

If the students are absent from school due to illness or other affairs, parents are required to contact the School duly and submit a written notice to the School on the following school day. Any absence of more than 20 school days per school year may result in school retention.

5. Pick-up Safety

- a. It is a MUST for parents/guardians to bring the Student Pick-up Card with them every day to pick up their children.
- b. If the parents/guardians are not available, please kindly inform the School the name and Hong Kong ID number of the authorized person to pick up the child for teachers' reference. The School may ask the authorized person to fill in a pick-up form, which contains personal details.
- c. Student Pick-up Card has to be replaced immediately if it is lost. (Replacement cost is \$10.00 each.)

6. Health Guidelines

- a. Parents should keep teachers informed about their children's health and medical history for the health and safety of the children. Parents should sign and return **Appendix 1** (Student Health Record) to school for record.
- b. Children with fever or contagious disease must stay home until the illness subsides or he/she has fully recovered.
- c. Recommended Sick Leave for Children with Communicable Diseases by the Department of Health:

Communicable Disease	Incubation Period (days)	Recommended Sick Leave Period
*Chicken Pox	14-21	About 1 week or until all the pox have dried up
*Cholera	1-5	Until non-infection is confirmed (test is to be done on three stool samples collected at least 1 day apart 48 hours after the completion of the antibiotic course)
* Acute poliomyelitis	7-14	At least 14 days from the onset of symptoms
Conjunctivitis	1-12	Until the eye discharge has ceased
*Hand, Foot and Mouth Disease	3-7	Until all vesicles have dried up or as advised by doctors
*Measles	7-18	4 days from the appearance of the rash
*Mumps	12-25	9 days from the onset of swelling
Rubella (German Measles)	14-23	7 days from the appearance of rash
Viral Gastroenteritis	1-10	Until 48 hours after the last episode of diarrhea
*Viral Hepatitis A	15-50	Until at least 1 week after the onset of jaundice or as advised by doctors
*Whooping Cough	7-10	Until at least 5 days after the 14-day course of antibiotic treatment has been received.
Influenza	2	Need to stay at home for rest and see doctor until symptoms have improved and fever has subsided for at least 2 days.

Notes:

These are general recommendations based on the consideration of the infectious period only. Other factors such as the clinical condition of the child should be considered.

- * These communicable diseases must be notified to the Department of Health for disease control by law. Parents should sign **Appendix 2** (Notification of Communicable Disease To The Department Of Health) and return it to the School.
 - * For the sake of children's health, parents should provide a medical certificate of recovery or a medical note issued by a registered medical practitioner stating that the child is not considered to be infectious.
- d. Parents/ guardians of sick or injured children will be immediately informed to pick up their children to seek for early consultation. If, under the circumstances, the children are in severe condition and the parents/guardians fail to be reached by the School, the safety officer of the school will send the children to the nearest clinic or hospital immediately. Medical charges or expenses will be responsible by the parents. Parent should sign **Appendix 3** (Emergency Treatment Authorization Form) and return it to the School.
 - e. In case of accident at school, first aid will be administered at the site by certified staff and an accident report will be completed. Parents please kindly sign the report. Parents can read the accident report at any time.
 - f. Medication:
 - i) Half-day students who are sick should stay home; the School will not administer medication.
 - ii) Whole-day students having fever or suffering from a contagious disease are advised not to come to school. If students need to take medication from a registered medical practitioner in the recovering period, the teacher will administer the prescribed dosage. Parents are required to fill in a "Medicine Dosage Record & Authorization Form" to be submitted to the School Office along with the medication. The form is available at the School Office.

7. Uniform and Student Handbook

- a. Children should wear tidy and neat school uniform, except on special occasions upon notification. The regular uniform is to be worn on Mondays, Wednesdays and Fridays. (Summer uniform items include black leather shoes, white short socks and white cardigan. Winter uniform items include black leather shoes, long grey stockings and the school cardigan/blazer.) The sport uniform is to be worn on Tuesdays and Thursdays. (Sport uniform items include white sport shoes and white socks.)
- b. Each child will be given a Student Handbook for each term, it is sent to parents every Friday and before holidays for checking and signature. Please kindly return the handbook to the class teacher on the following school day or Mondays. The handbook needs to be kept safe and in good condition: no drawing or colouring is allowed. Parents are advised to write down their inquiries for the School, if any, in the "Message from Parents" column of the wekk.
- c. Parents/Guardians please kindly inform the School as soon as possible on changes of home / office address or phone number by way of written notice.

8. Student Belongings

- a. Before the first day of school, a student card will be issued. Students are required to bring the card every day for identification.
- b. Please send a set of spare clothes in a plastic bag bearing the name of the student to school for Whole-day and K.1 children for changing for the first few months or as long as needed.
- c. The School provides all necessary stationery, books and paper. Children are not required to bring their own items. Children should NOT bring toys, snacks, money, watches or expensive jewelries to school. Our school will not be responsible for any loss or damage.
- d. Parents are asked to write their children's name on all of their personal belongings and uniform items for identification.
- e. Whole-day students are required to bring a set of tooth brush, tooth paste, a cup, a quilt no larger than 4' X 6' and a pillow no larger than 1' X 2' for the school naptime. The quilt and pillow will be returned for washing every Friday and before holidays. Please return them on the following school day or Mondays with the student's name and class written on each item for identification.

9. School and Parent Communication

- a. The handbook is used as a bridge between the School and parents. The School will respond to parents' enquiries and/or suggestions promptly.
- b. If parents wish to enquire about their children's progress or behavior in school, they are welcome to contact the school, and the class teacher will arrange a meeting with them.
- c. Parent-teacher meetings are scheduled regularly to help better understanding the children's progress.
- d. Parents are welcomed to contact the class teachers, head teacher and Principal for any enquiries. You may drop your suggestion into our suggestion box at the School Office or send an email to deliakg@biznetvigator.com.
- e. Parents should check their children's school bag and handbook every day for school notices and memos.

10. Payment

- a. The annual school fees are approved by the Education Bureau and the School will make additional announcements on this issue.
 - * Parents who wish to apply for School Fee Remission Scheme for their children can obtain the application form at the School Office. The School will provide the necessary assistance for the application.
- b. School Fees Payment Methods:
 - i) **Autopay Direct Debit Service:**

School fee will be deducted from the designated auto-pay account **on the third day of each month.**

If the auto-pay application is still in progress, **parents should either make the payment by cash or cheque to our School Office; or bank-in the school fee to our Hang Seng Bank account and make the payment to Delia English Primary School and Kindergarten, Hang Seng Bank account 787-053156-007,** and then return the original bank receipt to the school office within one week and the School will issue a receipt accordingly. (Parents should be responsible for the loss of the bank receipt.)
 - ii) Parents should pay the school fee on time every month for their children despite any illness, or being absent for any reason. **Children absent for a month (i.e. absent from all the school days of the month, as according to the Education Bureau) will NOT be entitled to receive subsidy**

from the Pre-primary Education Voucher and School Fee Remission Scheme. FULL payment is necessary in this case.

- iii) Should parents wish to withdraw from the School or cease the bus service, written notice of ONE month prior to withdrawal is necessary or ONE month notification fee will be imposed.

11. Other Services

- a. Our school can make arrangement for private nanny bus service; please contact the School Office should you need any further information.
- b. Lunch fee for the Whole-day classes is already included in the School Fee Remission Scheme and has gained approval from the Education Bureau.

****< Kindly read and ensure your understanding of the information above and return the reply slip together with the appended documents to the class teacher. >****

**DELIA ENGLISH PRIMARY SCHOOL & KINDERGARTEN
KINDERGARTEN**

STUDENT HEALTH RECORD

Student's name : _____ Class : _____

Date of Birth : _____ Sex : _____

Parent's / Guardian's name: _____

Contact Tel. No.: _____

(If your child has any of the following medical conditions, please ✓ the appropriate box.)

- Asthma
- Epilepsy
- Fever Fits
- Heart Disease
- Diabetes
- Drug Allergies (please specify) _____
- Food Allergies (please specify) _____
- Minor Surgery (please specify) _____
- Major Surgery (please specify) _____
- Others (please specify) _____

History of Infectious Diseases:

- Measles
- Whooping Cough
- Chicken Pox
- Rubella (German Measles)
- Mumps
- Others (please specify) _____

* Please circle your preference.

My child is *suitable / not suitable for participation in P. E. lessons
or physical activities.

Parent's / Guardian's signature: _____

Date: _____



**DELIA ENGLISH PRIMARY SCHOOL & KINDERGARTEN
KINDERGARTEN**

NOTIFICATION OF COMMUNICABLE DISEASES TO THE DEPARTMENT OF HEALTH

I am _____ (HK I.D. No. _____),
parent/guardian of _____ class _____ class no. _____.
I hereby authorize the school to release my child's medical record to the Department
of Health if necessary.

Parent's/Guardian's signature: _____

Date: _____

**DELIA ENGLISH PRIMARY SCHOOL & KINDERGARTEN
KINDERGARTEN**

Emergency Treatment Authorization Form

To: Delia English Primary School & Kindergarten

I am _____ (HK I.D. No. _____),
parent/guardian of _____ class _____ class no. _____.
If my child is sick or has an accident during the school hours and I myself or my
authorized representative cannot be reached at the telephone number(s) provided,
I authorize the school to take my child to the nearest government hospital for
medical treatment. I agree that I will be responsible for all medical charges or
expenses and the Kindergarten shall not be responsible for the problems, if any,
associated with the medical treatment.

Parent's/Guardian's signature: _____

Date: _____



Reply Slip

To: Delia English Primary School & Kindergarten

I, parent /guardian of _____ class _____, have collected the Parent Handbook and acknowledged the above mentioned issues in the Handbook.

Date

Parent's / Guardian's signature

